

DUTY STATEMENT

Classification: Energy Commission Supervisor II (EFF)	Position No. 420-4940-010
CBID: S10	Office Building Standards Implementation
Date Prepared: October 11, 2012	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the general direction of the Manager of the Building Standards Implementation Office, the incumbent will provide supervision to the Outreach & Education Unit. The incumbent, in coordination with key stakeholders, will design and develop a strategic marketing and education plan to support statewide compliance with Title 24 Building Energy Efficiency Standards and Title 20 Appliance Standards. The incumbent will be responsible for managing the execution of marketing and educational plans that include web based training videos, brochures, bulletins, newsletters, educational materials, and any other publications in support of compliance with the Building Energy Efficiency Standards and Appliance Standards.

WORKING CONDITIONS: Work is performed indoors in an office setting.

DUTIES AND RESPONSIBILITIES:

- 30% Designs, develops, and implements marketing and educational plan to support statewide compliance with Title 24 Building Energy Efficiency Standards and Title 20 Appliance Standards. (E)
- 30% Plans, organizes and directs the work of staff engaged in developing educational material, training videos, training curriculum and materials to support both the Building Standards and Appliance Standards staff and programs. (E)
- 20% Provides supervision for all individuals within the unit including: individual motivation, performance review, career development, personnel actions, and training. (E)
- 10% Represents the Commission before utilities, legislators, private energy service companies, federal lending institutions, other state and local government agencies, and the public and industry organizations affected by efficiency programs. (E)
- 5% Assists the Office Manager with management responsibilities within the office, including recruitment, administrative and management coordination. (E)

DUTY STATEMENT

Page 2

5% Performs other duties as required consistent with the specifications of this classification.
(M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div>_____/_____ Date Energy Commission Supervisor II (EFF)</div>	<div>_____/_____ Date Pedro Gomez Office Manager</div>